



**BSB40520 Certificate IV
Leadership and Management
Course Overview**

Expand Your Career with the Certificate IV in Leadership and Management

Looking to expand your career horizons? The **Certificate IV in Leadership and Management** is a great place to start. With a strong focus on foundational skills and knowledge, this versatile course can create opportunities for a wide range of business roles across different industries. And with **Vanguard Business Education**, you can study entirely online, giving you the convenience to learn on your own terms.

This course equips you with the skills needed to stand out in the job market, particularly with many businesses seeking effective leadership and management capabilities. With the flexibility of online learning, you can study at your own pace, making it easier to fit education around your existing commitments. Our experienced trainers are skilled both in business and education, ensuring you receive quality support throughout your learning journey.

The engaging and relevant course content provides a pathway not only for current career growth but also sets the stage for future studies and ongoing professional development. With a **Certificate IV in Leadership and Management**, you'll gain the skills and qualifications to move confidently towards your career aspirations.

Vanguard Business Education is here to support your journey—whether you're just starting your career or aiming to take it to the next level, this course provides the foundation you need. Don't let career opportunities pass you by—enrol today and take the first step towards a brighter future. Your journey towards success begins with Vanguard Business Education.

Partner with Vanguard Business Education to Unlock Your Full Potential

At **Vanguard Business Education**, we provide more than just training—we offer a genuine partnership in your growth journey, guiding you towards new levels of success, step by step. We believe everyone has untapped potential, and we're committed to helping you discover and develop yours. Our customised business skills training and personal development programmes are crafted to refresh skills, boost confidence, and motivate individuals to perform at their best. Since 2006, we've been leading the way in developing sustainable outcomes for our clients. We understand that one size doesn't fit all, which is why we tailor every programme to the unique needs of the individuals and organisations we work with. Our experienced trainers bring passion and dedication to every session, ensuring you have the right support to master the skills required in today's business environment.

Our approach focuses on providing real, measurable improvements—whether it's increased productivity, a more motivated team, or improved communication across your organisation. With **flexible payment options**, investing in yourself becomes more accessible, removing financial barriers and allowing you to concentrate on your growth.

We're here not just during the programme, but long after it ends. Our support continues to ensure that you continue to see the benefits of your learning journey over time. While the path to growth may seem challenging, we are with you at every turn, simplifying complexities and helping you stay on track. The best investments are those that grow alongside you, providing value throughout your journey. We're not just a training provider; we're committed partners in your success. Let us help you achieve your business and personal goals, unlocking the potential within. Now is the time to take the next step. **Partner with Vanguard Business Education** today, and together, let's build the future you deserve.

Your Success is Our Mission at Vanguard Business Education

We understand that your investment in Vanguard Business Education is more than just a financial decision—it's about securing your future success. That's why we work diligently to ensure every student receives the personalised attention they need to achieve their goals. Our approach is straightforward but effective: we challenge our students to excel, while also providing all the resources necessary for success.

At **Vanguard Business Education**, we provide expert tutors, access to quality facilities, and a supportive learning environment—all designed to help you reach your full potential. Our students don't just receive tools; they receive the encouragement needed to grow, and that support makes all the difference.

Confidence is crucial to achieving your goals. We believe that a healthy self-image is fundamental to success in any field. That's why we go beyond just providing education—we help build your confidence and self-esteem, ensuring that you are ready for whatever challenges come your way. Many of our students report feeling not just prepared, but ahead of their peers after completing our programmes. It's not just about the learning journey—it's about the results. Our students go on to achieve great things in their careers, often reflecting that their time with Vanguard Business Education played a critical role in their success. You will be part of a community of like-minded individuals, all committed to supporting each other's growth and celebrating each other's achievements. We're more than just an educational institution; we're a community passionate about growth and success.

If you're looking for an educational experience that genuinely supports your future, Vanguard Business Education is here to help you achieve your goals and build a brighter future. Take that next step with us today—your future self will thank you.

Our online course is crafted with your busy life in mind—giving you the flexibility to learn whenever and wherever it suits you. Study at your own pace, in the comfort of your chosen space, while receiving the same high level of support as you would in a face-to-face classroom. At Vanguard Business Education, we provide dedicated trainers through a dynamic virtual classroom experience, ensuring you are fully supported throughout your learning journey.



Our modern online learning systems make navigating your studies straightforward and efficient, while our online facilitator support offers ongoing assistance, keeping you on track and motivated. Gain valuable skills without having to compromise on your schedule—balance your commitments while investing in your future with ease. With Vanguard Business Education, you're not just enrolling in an online course; you're entering a supportive, flexible environment tailored to meet your needs. Let us help make your learning experience both rewarding and convenient.

Online Learning

This course is offered online, a convenient study option for those with busy lifestyles. Online students are able to study at their own convenience, in the location of their choice while still being supported by dedicated trainers in a virtual classroom environment. As well as providing modern online learning systems, KS Training also offers our online students ongoing assistance through our online facilitator support.

Key Benefits of Our Programme

Practical, Transferable Skills

Imagine gaining skills that you can immediately put into action. At Vanguard Business Education, our course content blends the best of theory with hands-on learning activities, equipping you with practical, transferable skills that can be applied in real-world workplace scenarios right from the start. You'll graduate with not just knowledge, but the ability to make a genuine impact.



Self-Paced Online Study

Picture being able to learn at your own pace, without the pressure of rigid schedules. Our flexible online curriculum allows you to fit your studies around work, family, and personal commitments. With Vanguard Business Education, you're in control—study on your terms, with support from experienced trainers whenever you need it, and access to a thriving online student community to keep you inspired and motivated.

Nationally Recognised Qualification This course is nationally recognised under the Australian Qualifications Framework (AQF), giving you a credential that opens doors. Whether you're looking to advance in your current role or seeking a stepping stone to higher education, this qualification from Vanguard Business Education is respected and valued across Australia, paving the way for your career growth.

Jobs and Career Pathways

Leadership and management go beyond simply overseeing tasks or aiming for promotions. It offers a rewarding career path where your skills can make a significant impact across your organisation, regardless of industry. It's an opportunity to influence how your team functions, help your organisation operate more effectively, and support new employees as they navigate the challenges of their roles.

Through leadership, you can contribute meaningfully to the success of your organisation, providing mentorship and guidance that helps others grow. This course helps you develop the skills that employers value most, preparing you to step into roles that require clear direction, effective communication, and strategic thinking.

Career opportunities include:

- Team Leader
- Supervisor
- Junior Manager
- Second-in-Command (2IC) / Assistant Manager
- Shift Manager

At **Vanguard Business Education**, we're committed to delivering these learning opportunities with unrivalled support and absolute flexibility—allowing you to gain these skills on your own terms. Our goal is to help you become the kind of leader that inspires others and contributes to a more efficient and successful workplace.

Take the next step in your career and explore the pathways that leadership and management offer. With **Vanguard Business Education**, you'll receive the tools and support you need to grow and make a lasting impact.

Recognition of Prior Learning

RPL will be reviewed on an individual basis by application together with all required supporting documentation. A fee for this assessment is applicable.



Course Title

BSB40520 Certificate IV Leadership and Management

Delivery

Online

Cost \$3950

Course Duration

Up to 18 mths

Course Makeup

Total number of units = 12

5 core units plus

7 elective units

Course Overview

Develop Your Leadership Skills and Make an Impact

The Certificate IV in Leadership and Management is designed for emerging leaders who want to step confidently into roles that involve guiding and supporting others in a variety of industries and organisational contexts. This qualification prepares you not only to take responsibility for your own performance but also to inspire and lead others effectively. You will learn how to organise and monitor team output while building the skills necessary to solve both predictable and unexpected challenges.

With a focus on practical leadership abilities, you will be able to apply what you learn immediately—enhancing your problem-solving skills, improving decision-making, and learning to evaluate information from a range of sources. Whether you're looking to grow in your current position or take on new challenges, this course will set you on the right path to becoming a trusted and effective leader.

BSB40520 Certificate IV Leadership and Management

At **Vanguard Business Education**, we are committed to your success. Our experienced trainers provide continuous support to ensure you gain the knowledge and tools you need to thrive in your leadership role. The practical nature of the course, combined with our flexible learning options, allows you to fit your studies around your schedule—so you can keep advancing while managing your other commitments.

Now is the perfect time to take the next step in your career. **Enrol today** in the **Certificate IV in Leadership and Management** and start building the skills that will set you apart as a capable and influential leader. Our supportive community is ready to assist you every step of the way, helping you unlock your leadership potential.

Don't miss out on this opportunity to shape your future with **Vanguard Business Education**—your journey towards becoming a confident and effective leader starts here.

Module 1: Learning to Lead

- **BSBXTW401 - Lead and Facilitate a Team**
- **BSBLDR411 - Demonstrate Leadership in the Workplace**

Module 2: Workplace Relationships

- **BSBLDR413 - Lead Effective Workplace Relationships**
- **BSBTWK401 - Build and Maintain Business Relationships**
- **BSBPEF502 - Develop and Use Emotional Intelligence**

Module 3: Planning for Success

- **BSBOPS402 - Coordinate Business Operational Plans**
- **BSBPEF402 - Develop Personal Work Priorities**
- **BSBWHS411 - Implement and Monitor WHS Policies, Procedures, and Programs**

Module 4: Leading in the Future

- **BSBXCM401 - Apply Communication Strategies in the Workplace**
- **BSBCRT411 - Apply Critical Thinking to Work Practices**
- **BSBCRT412 - Articulate, Present, and Debate Ideas**
- **BSBPEF403 - Lead Personal Development**